

Decision under Delegated Powers

Officer Making the Decision:

Katie Moore – Head of Strategic Housing

Recommendation:

Creation of the following post:

- 1 x full-time (37 hours) Housing Standards Team Leader post with effect from 1st April 2024.

Reduction in hours for the following post:

- 0.4 x full-time (15 hours) L241 Specialist Environmental Health Officer post with effect from 1st April 2024.

Reason:

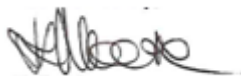
To support the delivery of the housing standards service, including the housing licensing schemes.

Authority for Decision:

Under Section 8 of Constitution the Head of Paid Service (Chief Executive) has delegated authority to agree changes to the establishment, within budget and without major operational disruption or interruption of services or involving a change from direct to indirect provision or vice versa or other policy implications.

This has been further sub-delegated by the Chief Executive to Strategic Directors/Heads of Service in certain circumstances (DD002 021 refers). These proposals fall within the limit of the authority of the relevant Head of Service.

Decision and Date:



Katie Moore
Head of Strategic Housing
23rd February 2024

Background:

The housing standards team are responsible for the provision of advice and assistance to private sector residents and landlords in relation to housing conditions, responding to complaints about housing conditions and empty homes and taking enforcement action where necessary, and the management of licensing schemes for private rented properties and caravan sites, in order to improve housing standards within the borough.

Additional and selective licensing schemes were implemented within Charnwood on 1st April 2023 and are expected to be in place for at least 5 years (up to 31st March 2028). Some additional operational roles were created to support the implementation and delivery of these schemes, including 2 x additional full-time equivalent Housing Standards Officers (permanent) and 6 x full-time equivalent Housing Licensing Administration Officers (fixed-term).

The creation of a new Housing Standards Team Leader post will support the effective delivery of the housing standards service, including the housing licensing schemes, and effective management and support of the staff within the service.

A job profile for a new Housing Standards Team Leader post has been drafted and evaluated at salary grade SO2.

The Housing Standards Team Leader will report to the M060 Private Sector Housing Manager.

The L235 Housing Standards Officers (permanent) and M462 Housing Licensing Administration Officers (fixed term) will report to the Housing Standards Team Leader.

The creation of the Housing Standards Team Leader post and the related changes to line management arrangements have been discussed with existing staff members in the Housing Standards Team and no objections have been raised.

Summary of Advice Provided by Human Resources:

HR Adviser Anna Cairns (4/1/24)

This new role has been Job Evaluated to be SO2. The normal recruitment process should be followed.

Financial Implications:

The total cost (including on-costs) for 1 x full time equivalent post at salary grade SO2 is £55,600 per year.

50% (£27,800) of the cost will be funded by the housing licensing fund. 50% (£27,800) of the cost will be funded by the general fund, through reallocation of the following:

- £22,100 – deletion of 15 hours of the L241 Specialist Environment Health Officer post (general fund).
- £5,700 – reallocation of proportion of the cost of the M060 Private Sector Housing Manager post (from the general fund to the housing licensing fund).

The Housing Standards Team Leader post will sit in Cost Centre F300.

Risk Management:

No specific risks have been identified in connection with this decision.

Key Decision:

No

Background Papers:

N/A